



Exhibit D

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

CUSTOMER BAD DEBT POLICY AND PROCEDURES

I. PURPOSE

The Sumter County Board of County Commissioners Customer Bad Debt Policy and procedures describes the process the County must follow for collecting customer payments that have either been dishonored by a bank or when the County has been unsuccessful in collecting monies owed to the County.

II. DISHONORED CHECK POLICY

The Sumter County Board of County Commissioners follows Florida Statute 68.065 (See Exhibit E) to collect worthless checks, drafts, or orders of payment; attorney's fees and collection costs. Pursuant to Florida Statute 68.065, the customer has 30 days from receipt of notice to tender payment of the full amount of the check plus a service charge as follows:

- \$25 if the face value does not exceed \$50
- \$30 if the face value does exceed \$50, but does not exceed \$300
- \$40 if the face value exceeds \$300, or 5% of the face amount of the check, whichever is greater.

III. PROCEDURE

When a dishonored check has been received from the bank or an amount that is due the County has not been paid by the specified due date, a letter will be generated by the Financial Services Department and sent via Certified US Mail to the debtor. If the amount due, including applicable service charges is not paid within 60 days, legal action including filing of a property lien will be initiated.

If a contractor payment is dishonored, the Building Services Department will immediately place a hold on the contractor's account. No additional services will be rendered to that contractor until all past due amounts are paid via the authorized payment tender specified in section IV of this policy.

When a customer has issued two checks that have been dishonored within a one year period, no additional business or personal checks will be accepted from the customer and all future payments must be made via the authorized payment tender specified in section IV of this policy.

IV. PAYMENT TENDER - restitution must be made in the form of cash, certified check, cashier's check or money order.